

ENGLEWOOD HOUSING AUTHORITY
111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451

RESOLUTION NO. 06-26-2023 (1)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING THE BOARD MEETING MINUTES OF THE
APRIL 24, 2023
BOARD OF COMMISSIONERS MEETING

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

To approve the April 24, 2023, Board Meeting minutes.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
Absent
Aye
Aye
Aye

At the Board Meeting of June 26, 2023 (1) upon roll call of Commissioners present, all voted "Aye" and Resolution June 26, 2023 (1) as carried.

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RESOLUTION NO. 06 – 26 - 2023 (2)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING A WRITEOFF OF AN OUTSTANDING TENANT
RENT RECEIVABLE

OFFERED BY: Commissioner Gurfein
SECONDED BY: Commissioner Glynn

WHEREAS, the Housing Authority of the City of Englewood (“the Authority”) has conducted a review of its outstanding tenant rent receivable and has prepared a schedule of such outstanding rent; and

WHEREAS, by letter dated **June 16, 2023** the Executive Director of the Authority has requested the General Counsel for the Authority to review certain outstanding balance; and

WHEREAS, by the letter dated 06-16-2023 the General Counsel for the Authority has indicated that this outstanding balance should be written off because it would not be economical to attempt to collect or is not subject to collection.

NOW, THEREFORE BE IT RESOLVED that the Authority shall write off the rent so listed as uncollectible; and

BE IT FURTHER RESOLVED that the books and records of the Authority be adjusted to reflect the write-off of such uncollectible rent in the amount of **\$14,609.06**.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

Vice Chairwomen Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
Absent
Aye
Aye
Aye

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

At the Board Meeting of June 26, 2023 (2) upon roll call of Commissioners present, all voted “Aye” and Resolution June 26, 2023 (2) was carried.

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RESOLUTION NO. 06-26-2023 (3)

**Resolution of the Board of Commissioners of the Housing Authority of the City of
Englewood Housing Amending the Administrative Plan**

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Gurfein

WHEREAS, the Housing Authority of the City of Englewood has determined that it is appropriate to make updated changes to its Administrative Plan; and

WHEREAS, the proposed changes are beneficial to the efficient operation of the program; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Englewood that effective on this date, the Administrative Plan is hereby revised and amended to reflect the changes contained in the form attached hereto; and

Complete Update of Administrative Plan
Lottery Update

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Englewood Housing Authority that effective on this date, the Administrative Plan is hereby revised and amended to reflect the changes set forth above.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

Vice Chairwoman Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
Absent
Aye
Aye
Aye

Attest:

Domingo Senande
Domingo Senande, Executive Director

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RESOLUTION NO. 06-26-23 (4)

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD AUTHORIZING
AWARD OF A CONTRACT TO FDG UNIVERSAL MAINTENANCE SERVICES, INC.
FOR A BATHROOM RENOVATION AT 115 HUMPHREY STREET UNIT F**

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

WHEREAS the Englewood Housing Authority is needed of a bathroom renovation in 115 Humphrey Street Unit F; and

WHEREAS, in accordance with its procurement policy of the Englewood Housing Authority did solicit price quotes and did receive two quotes; and

WHEREAS the Authority reviewed the offer and determined the **FDG UNIVERSAL MAINTENANCE SERVICES, INC.** is a responsible firm which submitted the most advantageous offer; and

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that **FDG UNIVERSAL MAINTENANCE SERVICES, INC.** be awarded a contract for the removal of the bathroom in 115 Humphrey Street, Unit F which includes:

- Demolition of existing bathroom
- Installation of new plumbing, flooring, and bathroom.

For a grand total of \$17,500.00 (**Seventeen Thousand Seven Hundred Five Hundred and 00/100 Dollars**); and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the city of Englewood hereby authorizes the Executive Director, Mr. Domingo Senande to execute a contract with **FDG UNIVERSAL MAINTENANCE SERVICES, INC.** for the renovation of a bathroom in 115 Humphrey Street Unit F which includes:

- Demolition of existing bathroom
- Installation of new plumbing, flooring, and bathroom.

For a grand total of \$17,500.00 (Seventeen Thousand Seven Hundred Five Hundred and 00/100 Dollars); and

BE IT FURTHER RESOLVED THAT legal counsel shall approve the appropriate form of contact.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
ABSENT
Aye
Aye
Aye

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE LONGEVITY PAY OF RITA
ESTELLA FOR HER FIFTEEN YEARS OF CONTINUOUS WORK
SERVICE**

Resolution No. 06-26-2023 (5)

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

WHEREAS, the Englewood Housing Authority's Personnel Policy compensates employees after fifteen years of continuous work service in a one-time lump sum longevity pay; and

WHEREAS, the employee Rita Estella, Bookkeeper will be compensated a one-time lump sum longevity pay in the amount of \$1,500.00; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority authorize the approval of one-time lump sum longevity pay in the amount of \$1,500.00 to Rita Estella, Bookkeeper.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aya
Asselt
Aye
Aya
Aye

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RESOLUTION NO. 06-26-2023 (6)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING BILLS AND CLAIMS FOR THE PERIOD
OF
MAY

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

WHEREAS, the bills and claims per the attached listing (voucher numbers through)

EHA Operating – 4789
Section 8 – 15586
Westmoor Gardens – 8316

were reviewed and found acceptable as amended at the meeting.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of May 1st through 31st.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified in the attached listing for the period of May.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
AUSA
Aye
Aye
Aye

At the Board Meeting of June 26, 2023 (6) upon roll call of Commissioners present, all voted "Aye" and Resolution June 26, 2023 (6) as carried.

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RESOLUTION NO. 06-26-2023 (7)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING BILLS AND CLAIMS FOR THE PERIOD
OF
JUNE

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

WHEREAS, the bills and claims per the attached listing (voucher numbers through)

EHA Operating –	4813
E.H.M.S., Inc. –	2721
Foti –	2809
Section 8 –	15610
Westmoor Gardens –	8368

were reviewed and found acceptable as amended at the meeting.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of June 1st through 30th.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified in the attached listing for the period of June.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein

Aye
Absat
Aye
Aye
Aye

At the Board Meeting of June 26, 2023 (7) upon roll call of Commissioners present, all voted "Aye" and Resolution June 26, 2023 (7) as carried.